



# CITY OF HOUSTON

## Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

MANAGEMENT ANALYST III

Posting Number

PN# 109203

Department

Health & Human Services Department

Division

Office of Surveillance and PH Preparedness

Section

HIV Surveillance

Reporting Location

8000 N Stadium Drive

Workdays & Hours

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

**DESCRIPTION OF DUTIES**

Develops, organizes, implements, monitors and controls specific operating and financial activities. Serves as the primary liaison to assigned departments, agencies and organizations to effectively coordinate financial operating and management policies, procedures and systems.

**CORE FUNCTIONS**

- Acts as liaison to assigned departments, areas or agencies in handling financial activities, such as annual operating and capital budgets.
- Maintains, monitors and prepares monthly projections and analyzes daily budget activity and department objectives to prevent potential problems while conforming to administrative goals.
- Assists in resolving expenditure and revenue concerns by implementing alternative solutions. Compiles and interprets statistical and graphical data related to departmental operations and performance.
- Reviews and/or approves specific transfers, financial statements and departments /agencies requests and actions.
- Assists with implementation of revised management and financial operating procedures and systems.
- Conducts surveys and research related to various management and financial policies and procedures. Performs other duties and special projects as requested.

**WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Public Administration, Business Administration, Finance or a field directly related to the job.

**MINIMUM EXPERIENCE REQUIREMENTS**

Four years of professional experience in Accounting, Budget Analysis, Finance, Public Administration, or a field directly related to the job are required.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

SAP Experience.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**

☐ Yes ☒ No

This position is not subject to random drug testing however if candidate is promoted into this position, he/she must pass an assignment drug test.

**SALARY INFORMATION**

**GRANT FUNDED POSITION**

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 21

\$ 1,211 - \$2,257 Biweekly

\$31,486 - \$58,682 Annually

**OPENING DATE**

March 1, 2006

**CLOSING DATE**

March 7, 2006

**APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer

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